**NOTES FROM JOCELYN ABOUT THE BLUEPRINT**

Hi Alicia,

Attached please find a copy of the Blueprint of Me document that I mentioned in the class. I created a Google Form to capture the answers so I have all responses in one place. You could also use Survey Monkey or other survey tools to capture the info.

Completing this form is part of our New Employee Orientation checklist of tasks. It is optional to complete.

Once I receive a person's responses, I send it to the employee's manager for their reference.

I added more questions to the list to help me plan events and activities for the office, such as:

- We love to celebrate birthdays! When is yours?

- What's your favorite birthday treat?

- What do you like to do for fun that we could do as a team?

- What's your favorite cuisine, snack, food item, and/or vice?

- What's your ideal Happy Hour or celebration (food, drink, venue, activity)?

- What's your favorite kind of music?

- Any other suggestions on how we can make the office a place where you can be productive and effective?

- Any allergies or food preferences?

- From time to time, we include family, spouses, and significant others in our celebrations. Please tell us briefly about your loved ones so that we can include them in celebrations.

* Jocelyn Manuel